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| **Person specification** | | | |
| **Post title** | Events Coordinator | **Grade** | Grade F SCP12-17 |
| **Directorate** | Volair | **Section/team** | Active Leisure |

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| **Criteria** | Essential requirements | **\* M.O.A** |
| **Skills, knowledge, experience etc** | | |
| 1 | Ability to embrace the values of Volair Ltd | A/I |
| 2 | Experience in managing and overseeing Events. | A/I/E/P/T |
| 3 | Experience of financial and budgetary management ensuring targets are achieved. | A/I/P/T |
| 4 | In conjunction with the facility managers experience of people management including effective leadership, direction, and management of an events team. Responding to all enquiries in an operational capacity, follow sales leads and convert to contracted bookings. | A/I/P |
| 5 | Experience in managing health and safety, security and supervision of events. | A/I/P |
| 6 | Demonstrate the delivery and management of high standards of customer service, presentation, cleanliness and environmental conditions. | A/I/P |
| 7 | Demonstrate a good understanding in working with partners, investigating and proposing opportunities for business/service development to improve performance, reputation and income linked to events. | A/I/E |
| 8 | Demonstrate how you can proactively sell all Volair event space across all sites, maximising all revenue opportunities and meet event targets and objectives agreed with the senior management team. | A/I |
| 9 | Experience of developing and delivery of successful marketing and social media campaigns, promotions and developing facility events programme. | A/I/P |
| 10. | Experience in successfully and safely managing small- large-scale events. | A/I |
| 11 | Demonstrate effective leadership skills. | A/I/P |
| 12. | Experience in directing and motivating event staff in the execution of their duties. | A/I |
| 13. | Demonstrate knowledge and understanding of the Volair Ltd’s Vision and Values. | A/I/P |
| 14. | Effective written and oral communication skills including preparing and presenting reports. | A/P/E |
| 15. | A passion for customer service and ensuring the satisfaction of customers. | A/I/P |
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| Qualifications | | |
| 16. | Relevant professional qualifications in event coordination or management. | A/P/C |
| 17 | First Aid (5 day) | A/I |
| **Health and safety** | | |
| 18. | Demonstrate a good understanding of the Department’s Health and Safety policy and what is included; such as COSHH and Risk Assessments. | A/I/E |
| **Personal attributes and circumstances** | | |
| 19. | Ability to make decisions using analysis and judgement | A/P |
| 20. | Commitment to continual professional development | A/P |
| 21. | Flexibility to work evening, weekends and Bank Holidays as required. | A/P |
| 22. | Flexibility to work in any Volair facility as and when the business requires. | A/I |
| 23. | Knowledge of health and safety issues and procedures. | A/P |

**\*Method of assessment (\*M.O.A)**

**A** = Application form **C** = Certificate **E** = Exercise **I** = Interview

**P** = Presentation **T** = Test **AC** = Assessment centre

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| **Date** | **Approved by authorised manager** | **Designation** |
| 19th March 2024 | Mark Fairclough | Head of Operations |

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| **Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**   * **Motivation to work with children and young people** * **Ability to form and maintain appropriate relationships and personal boundaries with children and young people** * **Emotional resilience in working with challenging behaviours** * **Attitudes to use of authority and maintaining discipline** |

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.